

A green wavy line representing a hill runs across the top of the slide. Five black silhouettes of people are positioned along the crest of the hill, appearing to walk from left to right. The silhouettes include a small child, a person walking, a person with a backpack, and a person in a graduation cap.

Indiana Department of Education

Glenda Ritz, NBCT

Indiana Superintendent of Public Instruction

FRIENDLY REMINDERS FOR FEDERAL GRANTS

Beverly Flanagan, Chief Financial Officer

Friendly Reminders for Federal Grants

Reimbursement Request Forms

- Explanation of Reimbursement
 - ❖ Actual expenditure
 - ❖ Does not include:
 - Encumbrance of funds on a Purchase Order
 - A check that has been written but not sent
 - Anticipated payroll
- Reimbursement request are due on the 1st and 15th of each month
- Please make sure that reimbursement request is within the approved grant period
- Please make sure that amount requested does not exceed the 10% allowed per budget category or total approved budget
- Please submit reimbursement request to the e-mail address listed on the bottom of the reimbursement request form
- Per a request of the State Board of Accounts, effective July 1, 2014 all reimbursement request will include a signature line for the preparer and the approver
 - The preparer and approver must be two (2) separate individuals



Friendly Reminders for Federal Grants

Interest Earned Forms

- Interest earned form must be submitted even if no interest earned for the quarter
- Submit form to e-mail address FinanceDiv@doe.in.gov
- Per the Uniform Grant Guidance interest earned amount increased from \$100 to \$500 per year. If interest earned exceeds \$500.00 per year make check payable to the USDOE
 - ❖ Send checks to: Indiana Department of Education
115 W. Washington Street, South Tower, Suite 600
Indianapolis, IN 46204-2798
- SFY 16 (July 1, 2015 to June 30, 2016) form will be posted on the Office of School Finance Learning Connection
- Form is to be submitted quarterly
 - ❖ Due dates for SFY 16:
 - October 5, 2015
 - January 5, 2016
 - April 5, 2016
 - July 5, 2016



**Indiana
Department of Education**

Glenda Ritz, NBCT
Indiana Superintendent of Public Instruction

Friendly Reminders for Federal Grants

Federal Circular and Regulation Changes

- The Uniform Grant Guidance ([2 C.F.R. § 200](#)) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.
- The Uniform Grant Guidance was published in the Federal Register ([79 Fed. Reg. 75871](#)) on December 19, 2014, and became effective on December 26, 2014. Please note the new regulations will apply to LEA awards from the new federal grants starting on July 1, 2015.
- The Uniform Grant Guidance supersedes the requirements of the following OMB circulars:
 - A-21 – Cost Principles for Educational Institutions
 - A-50 – only portion of guidance in circular on Single Audit Act follow-up
 - A-87 – Cost Principles for State and Local Governments
 - A-89 – Catalog of Federal Domestic Assistance
 - A-102 – Administrative Requirements for State and Local Governments
 - A-110 – Administrative Requirements for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
 - A-122 – Cost Principles for Non-Profit Organizations
 - A-133 – Audit Requirements of States, Local Governments and Non-Profit Organizations
- Education Department General Administrative Regulations (EDGAR) is in transition.
- For awards made prior to December 26, 2014, EDGAR parts 74 and 80 still apply.
- For awards made on or after December 26, 2014, EDGAR parts 74 and 80 are a part of the Uniform Grant Guidance.
- The IDOE is in the process of revising its existing policies or establishing new policies and procedures to be compliant with the Uniform Grant Guidance.
- More information will be forthcoming on the implementation of the Uniform Grant Guidance.

